

Premier Page

“How to create a Template and eQuote”

From your Premier Dell Welcome Page:

CLICK Purchasing Tools

CLICK Your Dell Store

CLICK A system to configure

CLICK Update Price if you changed any of the options

CLICK Add to Order Form

CLICK Save as Template

CLICK Name Your Template

CLICK Save Template

To retrieve your template and create an eQuote: Look at the gray bar at the top of your browser window

CLICK View Template (Note: This particular tool bar is not visible in your Welcome Store – only after you have **CLICKed** into Your Dell Store.)

CLICK Retrieve under the Template you want to convert to an eQuote

CLICK “Edit this item” if you want to make any changes

OR Just using eQuotes

CLICK Save eQuote and follow the instructions in Step 1 – Provide Customer Information

- Complete all fields with a red asterixs
- ONLY complete the Approving Manager information if you are sure you want to place an order.
- Select a Bill To (Do NOT modify any fields!!!)
- Select a Ship To (Do NOT modify any fields!!!)
- Check “NO” on export intent
- Check box to Update User Profile

CLICK Continue which will send you an email confirming your eQuote and forward the eQuote to your Approving Manager

For support and questions on Premier, contact:

Call: Customer Support (877) 542-3355 or
email: Premier@dell.com

Premier Page

“How to approve an eQuote”

From your Premier Dell Welcome Page:

CLICK Purchasing Tools

CLICK Your Dell Store

CLICK In the upper gray bar at the top of your browser window “Retrieve eQuote”

CLICK From the eQuote list click the button next to the eQuote you desire or **CLICK**

on the eQuote # itself to open for review.

CLICK Submit Order if the is approved.

You will now have to enter the information for placing the order.

There are 3 steps.

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HELPFUL TIP: If the eQuote list is very large – hit Ctrl “F” on you keyboard and it will commence the Find tool. Enter the eQuote # and **CLICK** Return.